



Memorandum

To: Kate Sheehan
Director

Thru: Pam Day
Deputy Director

From: Kirk Thorsteinson
Classification Studies Analyst

Date: June 22, 2020

Subject: Child Support Manager Study

Study Summary:

The Department of Revenue requested a study to reactivate the abolished Child Support Manager job class and update the class specification. The job class was last reviewed upon its retitle from Child Support Enforcement Officer IV on January 16, 2001. The job class was abolished due to having no positions filled on November 1, 2018.

Due to the desired Child Support Manager job class having three or fewer positions and considering the Administration's mandate to maintain the least amount of job classes necessary to describe work performed, a generalist Program Manager class was determined more appropriate.

Study Results:

The following tables summarize the newly created job class.

Class Code	Class Title	Salary Range
New: PB9912	New: Program Manager	New: 22

DOR PCNs	Final Actions
047072 (Vacant)	-Reclassification up from current Office Assistant II allocations.
047077 (Vacant)	-Bargaining Unit Change from 'GG/GP' to 'SS'.
047087 (Vacant)	-FLSA Change from 'No' to 'Yes'.

The new Program Manager job class is established with competency based minimum qualifications and the salary range alignment is highly competitive. The effective date is June 22,

2020. The three positions will be processed as noted on the Position Allocation Spreadsheet. Additional correspondence on position actions will be distributed through the OPD system.

Attachment:
Position Allocation Spreadsheet

cc: Brian Fechter, Administrative Services Director, Department of Revenue
Office of Management and Budget
Office of the Governor

Carol Beecher, Director
Division of Child Support Services
Department of Revenue

Angelica Johanson, Human Resource Manager
Division of Administrative Services
Department of Revenue

Rachel Atkinson, Payroll Services Manager
Division of Personnel and Labor Relations
Department of Administration